



500 Russel Court, Woodstock, IL 60098

**As of July 1, 2020**

Dear CDL Training Applicant:

Based on the current economic situation and feedback from customers and other Workforce Innovation and Opportunity Act (WIOA) program administrators, we adhere to the following process and require the following criteria and documentation for all CDL training applicants. The documents should be obtained for your career planner **after** you are certified eligible for the program.

**1. Job Search**

- You must be willing to drive over-the-road (OTR). You will need substantial experience in over-the-road driving before most local companies will consider you for employment.

**2. Valid Driver's License**

- You must have a valid driver's license (with more than 6 months remaining validity) to be considered for CDL training.

**3. Proof of Legal Presence**

- An applicant for a CDL permit (CLP) will be required to show proof of legal presence and domicile. This is a one-time requirement for the CDL holder or CLP applicant, who is a US Citizen or Lawful Permanent resident. See [cyberdriveillinois.com](http://cyberdriveillinois.com) for a complete list of acceptable documents.

**4. Minimum age 21**

- You must be at least 21 years to be able to obtain insurance and be allowed to cross state lines.

**5. A current Motor Vehicle Record (MVR) or DAC report**

- You must have a clean driving record. After you are certified eligible for WIOA, you will be asked to provide a copy of your driving record from the Illinois Secretary of State, or a DAC report if you already have driving experience as a truck driver.

**6. DOT Medical Card**

- You must be able to obtain a one-year (1 year) DOT Medical Card before approval for CDL training.

**7. Drug Free**

- You must have the ability to pass drug screening showing that you have been drug free for the past six (6) months.

In the meantime, you may participate in any of our job search workshops and seminars, Network to Success Job Club, or job fairs that are offered. You may also access all of the job search tools offered in the Woodstock Resource Room.

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